

MONTANA SHARED CATALOG
Executive Committee Meeting
Friday, August 15, 2008
Conference Call

MEMBERS PRESENT: Dawn Kingstad, Claire Morton, Ann Rutherford, Marilyn Trosper, Joanne Erdall (incoming member Fall 2008)

MEMBERS ABSENT: Beth Chestnut, Kim Crowley, Roberta Gebhardt

MSC STAFF PRESENT: Ken Adams, Bob Cooper, Jemma Hackbarth

The meeting convened and was called to order at 9:38 a.m. by Dawn Kingstad.

MINUTES: The minutes of the May 1, 2008 meeting were electronically sent to the Executive Committee. Ken found one error under the Super Conference heading ~ the upgrade version should be 3.2 instead of 3.2.1. Ann Rutherford moved and Claire Morton seconded to approve the minutes as amended. **Motion carried unanimously.**

MSC BYLAWS: Ken previously sent an E-mail outlining pertinent areas of the bylaws that are being cleaned up and/or amended. The summary of the changes discussed today includes:

1. Article V, paragraph 2(b) added closing parenthesis after "MSC"
2. Article V, paragraph 2(c) changed to read from "Public Libraries, smaller ("smaller" defined as having less than 35,000 bibliographic items in the MSC) to "Public Libraries, smaller ("smaller" defined as having fewer than 35,000 bibliographic records in the MSC"
3. Article V, paragraph 11 changed MSC website URL to reflect the correct, current URL
4. Article VI, paragraph 4 changed to read from "Minutes of all meetings will be taken by a designee assigned at the beginning of the meeting." to read "Minutes of all meetings will be taken by a designated person assigned by the Executive Committee."
5. Article VI, paragraph 4 changed MSC website URL to reflect the correct, current URL
6. Added Article VIII: Committee Travel Reimbursement
7. Article IX, paragraph 1, changed Roberts Rules of Order edition from 1990 to 2000
8. Appendices A and B: Made spelling corrections for numerous member libraries, removed superfluous punctuation, removed Ronan Schools, added Billings Catholic Schools, Lincoln County Libraries, Philipsburg Public, Power School, Roundup Community, West Yellowstone School and Whitehall School District, moved Frenchtown School-Community Library to be under Missoula Public as a branch

Claire will buy a copy of the 2000 Roberts Rules of Order to have at the meeting; Ann will bring her copy also. A workshop pertinent to this topic is being offered at the Falls Workshops and Ken expects to attend it. Ann Rutherford moved and Claire Morton seconded to accept the changes as presented. **Motion carried unanimously.** Ken will make the final changes to the document and get it ready to post to the membership on Survey Monkey. Each by-law change will have an individual Yes/No for purposes of voting in one session.

To Do: *Early next week, Ken will draft the Survey Monkey voting ballot with the changes discussed today, send it to the Committee for final review, then post it online so the membership can vote. After the voting period is complete, Ken will edit and post the final bylaws document.*

NEW LIBRARIES: Ken reported that there have been some delays in scheduling the new libraries due to problems with the test server. He thinks the problems have been worked out. Bib extractions have taken place for Lincoln County Libraries to do test loads on the test server. Training is scheduled in Libby for September 8-10 with their "Go Live" date as September 11th. Claire asked if there will be in-person support for them when they go live and Ken responded yes. Roundup and Whitehall schools are still in the scheduling phase for September. West Yellowstone Schools is waiting on barcodes and Philipsburg, Power Schools, and Billings Catholic will be copy cataloging soon. All the equipment has been ordered and mostly received by the libraries. Ann Rutherford asked about the increase in items and patrons. Ken responded that, with Ronan being removed and the others added, there is a net gain of 9 libraries resulting in the addition of approximately 30,000 items and 10,000 patrons.

Ken stressed that adding more libraries from this point on is tied to staffing. Ken wants the MSC to pursue additional staff. The State Library's request to add FTE staff in this biennium budget proposal was shot down so nothing will happen from this angle in the next couple of years. Ken feels there is a distinct possibility that another employee (either full time or part time) could happen by using some of the reserve within the MSC or by simply budgeting within the MSC for another person. Claire asked about the Fulfillment Task Force's recommendation to repurpose ILL monies with some of it going to MSC expenses. There's been a lot of discussion but at this point it is only a recommendation. Bob Cooper added that there was an interesting hour-long discussion on this very topic at the State Library Commission meeting earlier this week. The current law regarding ILL reimbursement needs to be broader in scope. The Commission approved to move forward with some enabling legislation to make this happen. The caveat is that there is sufficient support from the library community to move ahead. They definitely don't want to undermine the image of the library world with legislation that isn't supported. The process will begin with an enabling legislation draft that will be shared with libraries around the state ~ the goal is to have a solid package to support the enabling legislation. Details and a couple of options will be refined and spelled out within the Administrative Rules process. It means communication, polling of libraries, and options. The assessment is expected to be done by December in order to proceed in January 2009 or the decision may be made to back off if the support isn't there. Bob emphasized that Ken, Jemma, and Mike Price did an excellent job educating the Commission on the history and current status of the MSC and that it is at a crucial juncture in order to grow and proceed. Bob also stated that the State Library recognizes the need for more support and will likely continue to pursue additional personnel in the next budget package too. Modified FTEs and/or contract services, when trying to fill a gap, can happen at any time as long as funding can be demonstrated from other than the general fund.

Claire asked about how many hours and the scope of request if it is paid by the MSC. Ken responded that he hasn't gotten that far but wants the Executive Committee to think about it now, bring it to the membership in the fall, and act on it in the next few months. If the catalog needs to grow we need more people. In addition, three people can't do it because the need already exists for increased support. Ann asked about a shared position with the state. Bob responded that LSTA monies are already committed but there may be some unused overage in another area that could be redirected in the future. Currently, there is no money available. He also said there is some merit in keeping the State Library in each position so that if money does become available expanding a position is relatively easy. Ken said that Sirsi still hasn't given their new pricing model but there is some money in reserve and in catalog cleanup that could help. Ann said that the membership needs to recognize this as a long term expense and not a one time band aid because we really do need to move forward. Claire added that from a budget standpoint there is always an outcry from the membership when adding new expenses. It makes it less frightening to eliminate or reduce the reserve fund by moving stuff around so that costs are not increased.

Bob shared two conversations in which he recently participated. In an impromptu visit with Sate Librarian Darlene Staffeldt, Tracy Cook and Bob, Honore Bray indicated that she feels very strongly that we need to grow the catalog ~ in order to do that we need additional help. With additional help, more libraries will join resulting in lower costs for everyone. It really is a dilemma but we need to do it now. Honore feels that the member

libraries will understand the need and support a staff increase. Also, in a recent conversation Bob had with Kris Schmitz, MSL Central Services Manager, Kris said she was extremely concerned about the unused funds and cash balance carried in the MSC account. The MSC needs to concentrate on reducing this unused fund situation and the monies could fund a position for a couple of years. It is a precarious position to be in with such a high cash balance. Bob added that he too believes that if the catalog grows with additional help it could reduce the costs in the future for everyone.

To Do: Ken will draft a position paper outlining the issues and costs for additional staff. It will be presented at the October meeting so that adjustments can be made when preparing the FY2010 budget in the spring.

SYMPHONY UPGRADE: Ken wants to wait until the data migration for the new libraries is complete then proceed with the Symphony upgrade. He estimates this will happen in November or December.

NEXT GENERATION ILS: Ken sent out an E-mail a couple of months ago that was part venting and part sour grapes. He really wants the Executive Committee to begin thinking about where we are going with our current ILS. He is disappointed in how Sirsi handled the MSC in May/June because it resulted in delaying us in everything we're doing by a couple of months. The environment at Sirsi/Dynix is not good right now. He doesn't want to be caught by surprise if the company goes belly up or the software does not meet our needs. There are alternatives with other vendors and Open Source. It doesn't have to be decided right now but the Executive Committee needs to think about the possibility of having to change the library system. Ann asked if Ken had explored other vendors and if Open Source is considered a vendor. He responded that, in his opinion, Open Source is a vendor in terms of support and migration instead of a product. He is keeping an eye on each vendor out there including Open Source to learn how things are going. The two Open Source vendors are Evergreen and Koha; Evergreen is a more consortium-like environment. He is watching it very closely by being a member of all the listservs and he talks to them. Protocols are definitely an issue. Policies with Evergreen and Koha are problematic, particularly with the size of our multi-type group, unless everyone agrees to the same policies and he doesn't see that happening. Ken wants this on the radar because we may have to change vendors in the next few years. The RFP process is applicable to this type of change. Bob Cooper said the best option for growing the catalog is cost reduction regardless of what ILS we have. He is excited about the potential of things down the road. Ann asked if there is a particular place to consult to help with own education on the subject. Ken will send some E-mails with various websites and Open Source lists.

To Do: Ken will send an E-mail to the Executive Committee with various ILS vendors and Open Source lists.

OCTOBER MEETING AGENDA: The Fall Membership Meeting will be in Missoula on Friday, October 3rd. Claire said the location is not completely set and if it is at a venue other than the public library there will be associated meeting costs. The Executive Committee will meet Thursday, October 2nd in the small meeting at the library from 2:00-4:00 p.m. ~ Partners will meet in the same location from 4:00-6:00 p.m. Gatherings for Birds of a Feather will be at restaurants throughout Missoula starting at 6:30 p.m. Claire offered to help with these arrangements.

Dawn will compile the Fall Agenda which includes:

- Welcome/Housekeeping
- Introduction of new libraries
- Approval of Spring 2008 meeting minutes
- MSC Staffing
- FY2009 Budget Update
- FY2010 Budget Preview
- Statewide Projects Update

- Super Conference (Dallas - April 25-27, 2009)
- Presentation on Symphony
- Birds of a Feather Reports

Everyone felt a training session on Reports would be helpful since there's a lot of confusion between Reports and Directors Station. Combining the two would be time consuming. Joanne Erdall suggested a workshop at MLA would be beneficial for Directors Station.

To Do: *Ken will coordinate and arrange a training session for Reports to be conducted at the Fall meeting.*

Ken wanted to let everyone know that Mike Price is on vacation until September 2nd.

NEXT MEETING: The next meeting of the Executive Committee will be by conference call the week of September 8th. Dawn will post a message with the possible dates. Dawn asked when the annual election of officers for the Executive Committee occurs. Last year it occurred the day prior to the fall meeting. (ADDENDUM: [taken from the MSC Bylaws] *"The Executive Committee members will appoint two Executive Committee members within two months after the first MSC Members' Council meeting of the fiscal year to serve as Chair and Vice Chair, to facilitate the Executive and Members' Council activities and meetings."*)

To Do: *Dawn will post possible dates for the next Executive Committee meeting and compile the Fall Meeting Agenda.*

The meeting adjourned at 11:02 a.m.

Respectfully submitted,

Marilyn

Marilyn Trosper
Executive Committee Vice-Chair